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Bureau of Information Resource Management (IRM)

Business Information Database System (BIDS) Business User Guide

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1. Introduction

This User Guide provides step-by-step guidance to registered Business Users on how to use the Business Information Database System (BIDS) application. BIDS enables U.S. companies to access information about upcoming projects in the field.

Note: *The U.S. Government has compiled this information to identify opportunities for U.S. businesses. This information is not intended to be complete; interested parties should not solely rely on the information provided herein. Neither the U.S. Government nor its employees/contractors assume any legal liability for the accuracy, completeness, or utility of any information or process disclosed. It is the sole responsibility of the user of the information to verify its accuracy.*

1.1 Overview of BIDS

BIDS provides U.S. businesses with a consolidated list of real-time, on-the-ground leads on international, commercial and investment opportunities and the ability to connect directly to U.S. government officials in the field. These leads are consolidated through manual lead entries as well as automated data ingests from various information sources globally to provide a convenient, centralized location for viewing thousands of business opportunities at any given time. U.S. Government officials, including officers at our Embassies, upload new procurement opportunities complete with context, commentary, and contact information. Additionally, BIDS pulls in pipeline projects from the Multilateral Development Banks, including the World Bank, the Inter-American Development Bank, the African Development Bank, and the Asian Development Bank.

1.2 Key Features

The BIDS application provides its Business Users with the following key features:

- **Interactive Map** to search for U.S. Government lead and bank lead procurement opportunities
- **Filters** to narrow down opportunities by name, project size, project status, project source, sector, region, country, etc.
- **Subscriptions** to receive automated notifications about newly added project leads

1.3 Support Point of Contacts (POCs)

If a user needs help with the BIDS application, they can email the DOS Economic Bureau (EB) at BIDS@state.gov.

2. Getting Started

Once you have a registered BIDS Business User account, perform the following procedures to access or exit BIDS.

Note: If you need to register for a BIDS user account, visit <https://bids.state.gov/faq> and follow the instructions for “How do I register for BIDS?”

2.1 Logging into BIDS

1. Use a Google Chrome web browser to navigate to the BIDS application at <https://bids.state.gov>. **Result:** The BIDS Landing Page appears.

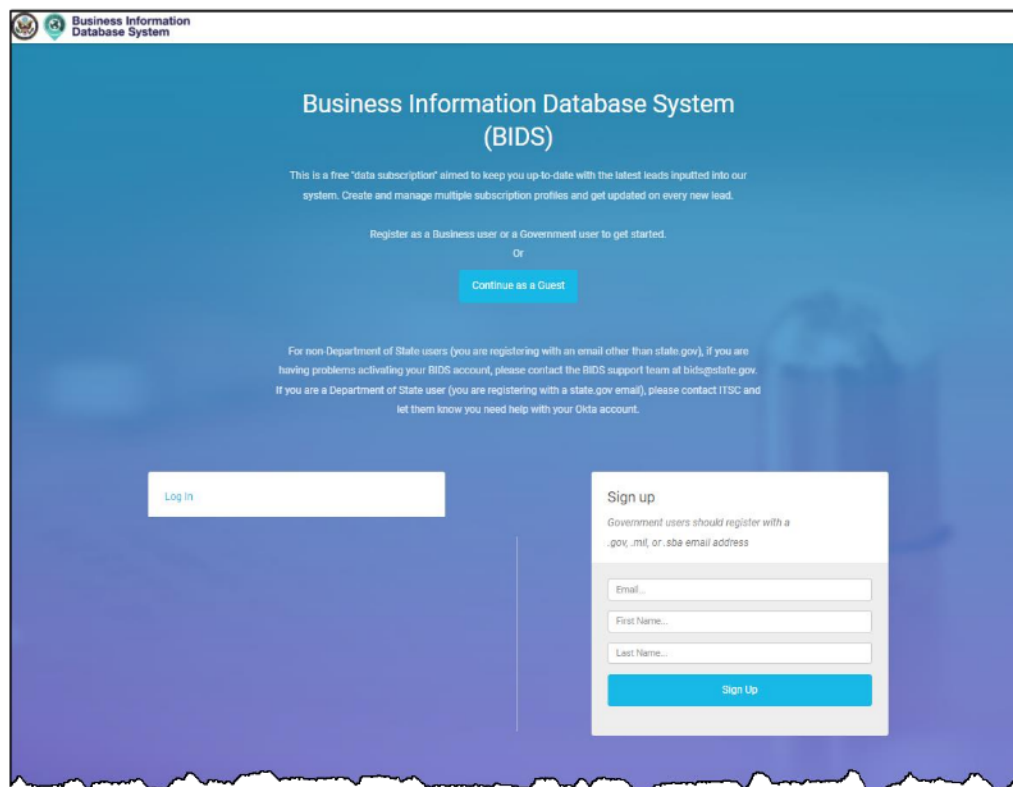


Figure 1: BIDS Landing Page

2. Click the **Log In** link. **Result:** Here is what happens, depending upon the situation:
 - a. If you are already logged into DOS Okta, the BIDS Home Page appears, and you may begin using the BIDS app. (Proceed to Section 3.)
 - b. If you are NOT logged into DOS Okta, you are prompted to login. (Proceed to Section 0.) Once you login to Okta, then the BIDS Home Page appears.

2.2 Logging into DOS Okta

If you are prompted to login to DOS Okta (<https://state.okta.com>), the following interface appears.

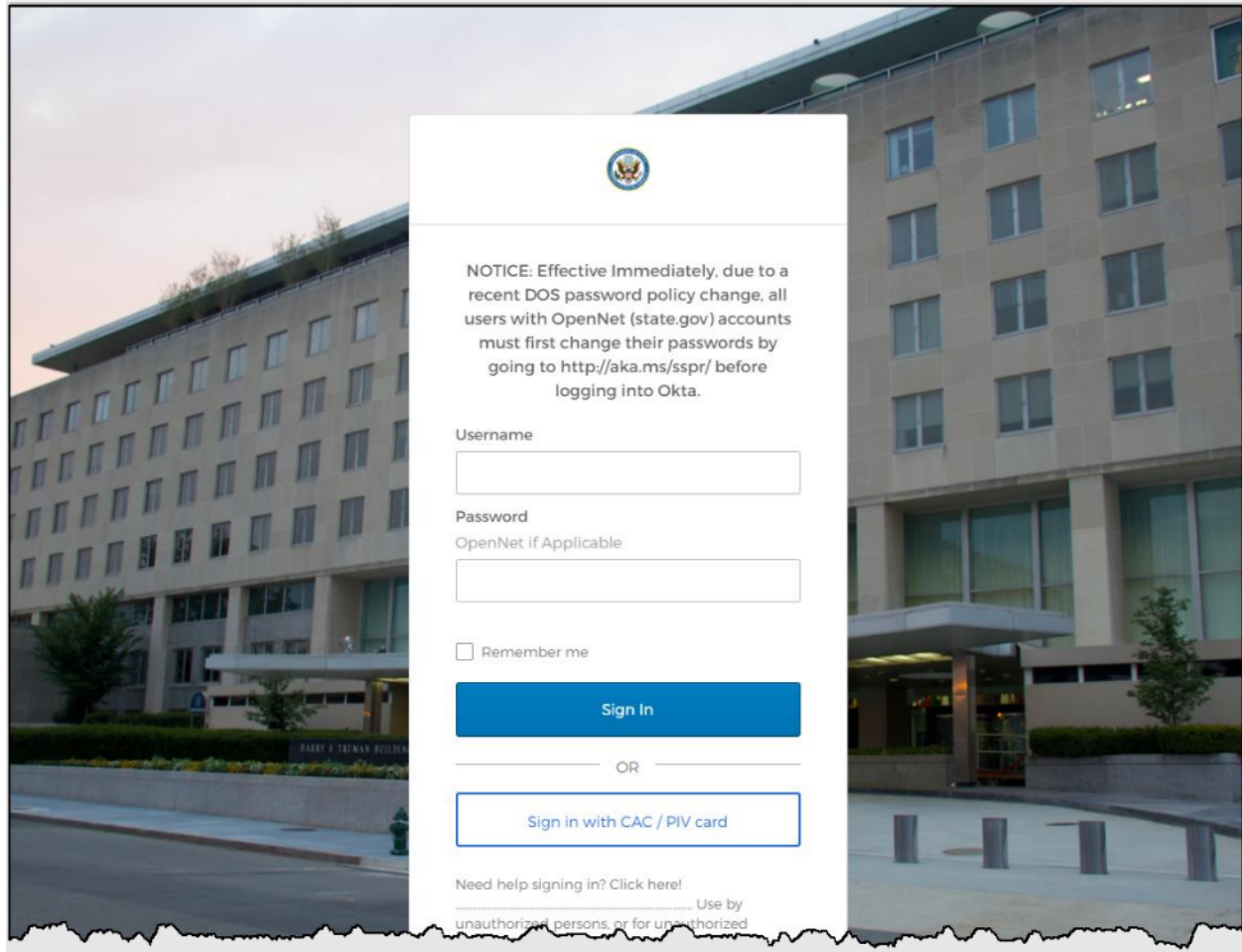


Figure 2: Okta – Sign In – Username

1. Enter your **Username** and **Password**.

Note: For Business Users, you will enter the username created during the BIDS registration process and password created during the Okta enrollment process.

2. Then, click the **Sign In** button. **Result:** A Send Push pop-up appears in which you click its button, and then use your mobile device's Okta Verify app to accept the pushed verification.
3. Once you are verified with Okta Verify, you can now use the BIDS application.

2.3 Exiting BIDS

To leave BIDS and exit the system, on the far-right side of the top menu, click **Logout**. Result: You are logged out of BIDS and the BIDS Landing Page appears.

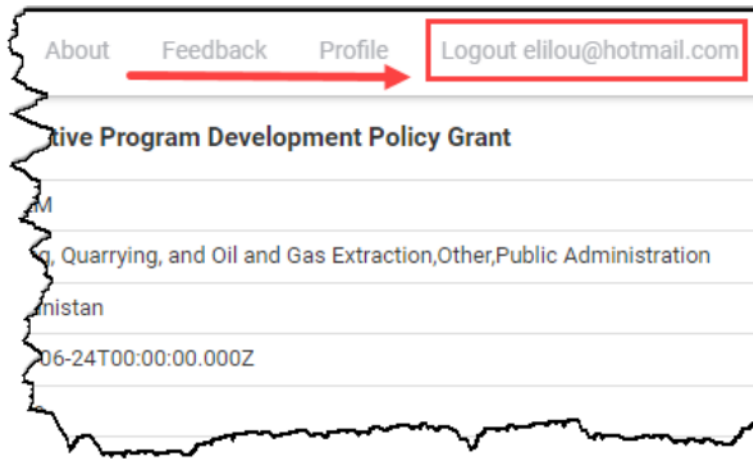


Figure 3: BIDS Logout

3. Understanding the BIDS Home Page

Once you have accessed BIDS, the **BIDS Home Page** appears.

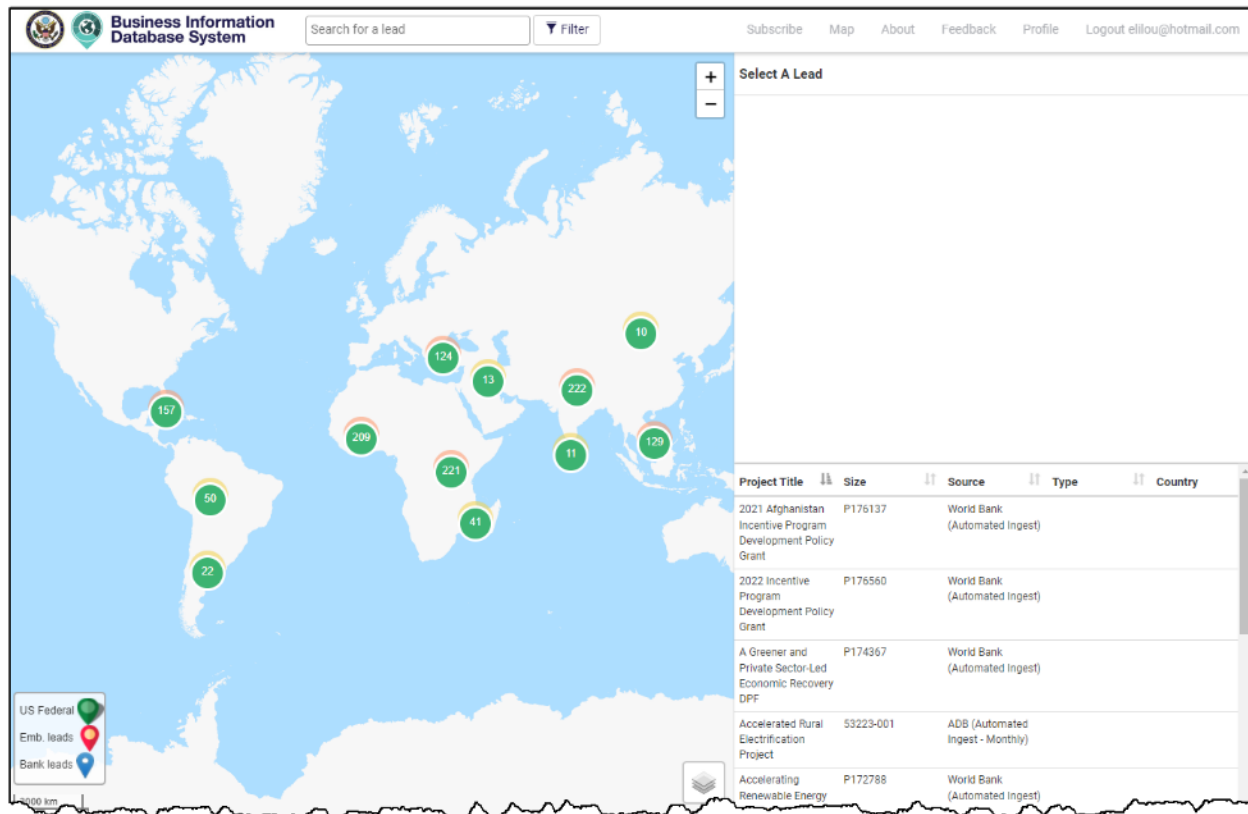


Figure 4: BIDS Home Page

3.1 Menu Bar

The **Menu Bar** provides you with various functionality.

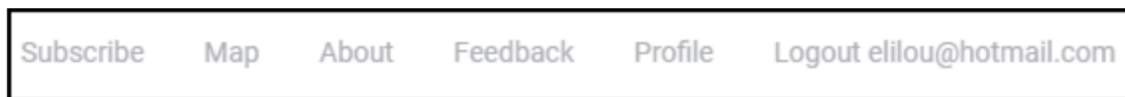


Figure 5: BIDS Home Page – Menu Bar

The following are descriptions of each of the menus, plus a reference to the section(s) which provide an explanation on how to use the functionality.

Table 1: BIDS Main Menu Bar – Descriptions

Menu Items	Descriptions	Explanation
Subscribe	Manage subscriptions to be notified when a lead is uploaded to BIDS	Section 5
Map	Returns you back to the interactive map with links to various resources	Sections 3.3 and 4
About	Explains the purpose of BIDS and some of its functionality	Self-Explanatory

Menu Items	Descriptions	Explanation
Feedback	Provides a link to filling out a survey to help us improve BIDS	Self-Explanatory
Profile	Provides access to reset your account password	Section 6
Logout...	Logs you out of the system	Section 2.3

3.2 Search Area

The Search Area provides you with the ability to further filter the interactive map to find leads. Section 4.1 explains how to use this functionality.



Figure 6: BIDS Search Area

3.3 Interactive Map

The interactive map displays thousands of potential projects, with links to the project website, U.S. Embassies overseas, and other U.S. Government (USG) business advocacy resources. Section 4 explains how to use this map.

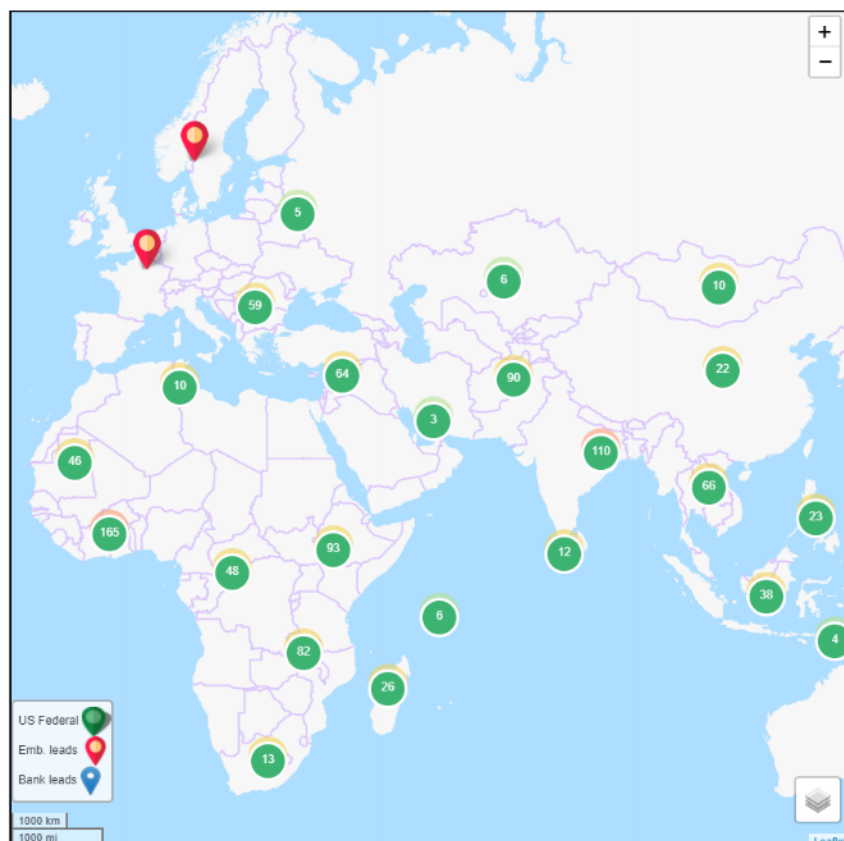


Figure 7: BIDS Interactive Map

The interactive map shows two (2) types of leads **that may currently be used**: Embassy and Bank.



Figure 8: BIDS Interactive Map – Type of Leads Legend

Note: The US Federal leads pin marker is for future functionality.

3.4 Project List Section

Once you select an area on the map, various projects are listed in the **Project List Section** at the bottom right corner of the **BIDS Home Page**.

Project Title	Size	Source	Type	Country
2021 Afghanistan Incentive Program Development Policy Grant	P176137	World Bank (Automated Ingest)		
2022 Incentive Program Development Policy Grant	P176560	World Bank (Automated Ingest)		
A Greener and Private Sector-Led Economic Recovery DPF	P174367	World Bank (Automated Ingest)		
Accelerated Rural Electrification Project	53223-001	ADB (Automated Ingest - Monthly)		
Accelerating Renewable Energy Integration and	P172788	World Bank (Automated Ingest)		

Figure 9: BIDS Project List Section

3.5 Lead Details Section

After you select a project from the **Project List Section** (Section 3.4), the **Lead Details Section** displays detailed information about the project.

Each lead on BIDS includes links to the project webpage, as well as the Embassy business webpage for that country. To bid on any of the leads, click the **Link to Project** to learn more about the project, including the procurement process. To connect with the Embassy commercial section, click the **Business URL** link. We encourage you to connect with the Embassy to learn more about doing business in the country and potentially request Embassy support in bidding.

2021 Afghanistan Incentive Program Development Policy Grant	
Project Size	\$132M
Sectors	Mining, Quarrying, and Oil and Gas Extraction,Other,Public Administration
Countries	Afghanistan
Announced	2021-06-24T00:00:00.000Z
Status	Active
Submitting Officer	n/a
Business URL	https://af.usembassy.gov/business/
Link to Project	https://projects.worldbank.org/en/projects-operations/project-detail/P176137
Locations	Afghanistan
Project Description	n/a
Post Comments	

Figure 10: BIDS Leads Details Section

4. Finding Leads via Interactive Map

The interactive map can be filtered by different parameters to help users narrow down their search results for specific leads such as Country, Sector, Source, Date Announced, etc.

- Use the Interactive map interface, to search for U.S. Government lead and bank lead procurement opportunities
- Use filters to narrow down opportunities by name, project size, project status, project source, sector, region, country, etc.

4.1 Searching Leads

In the **Search for a lead** text box, enter some key words which you might expect to find associated with a project and press the **keyboard's Enter key**. **Note:** Examine lead details for key words.

A rectangular text input field with a light gray border and a light gray background. Inside the field, the text "Search for a lead" is displayed in a light gray font.

Figure 11: BIDS Home Page – Search for a lead Text Box

4.2 Filtering Leads

Click the **Filter** button to display a windowpane with three columns to the right of the interactive map.

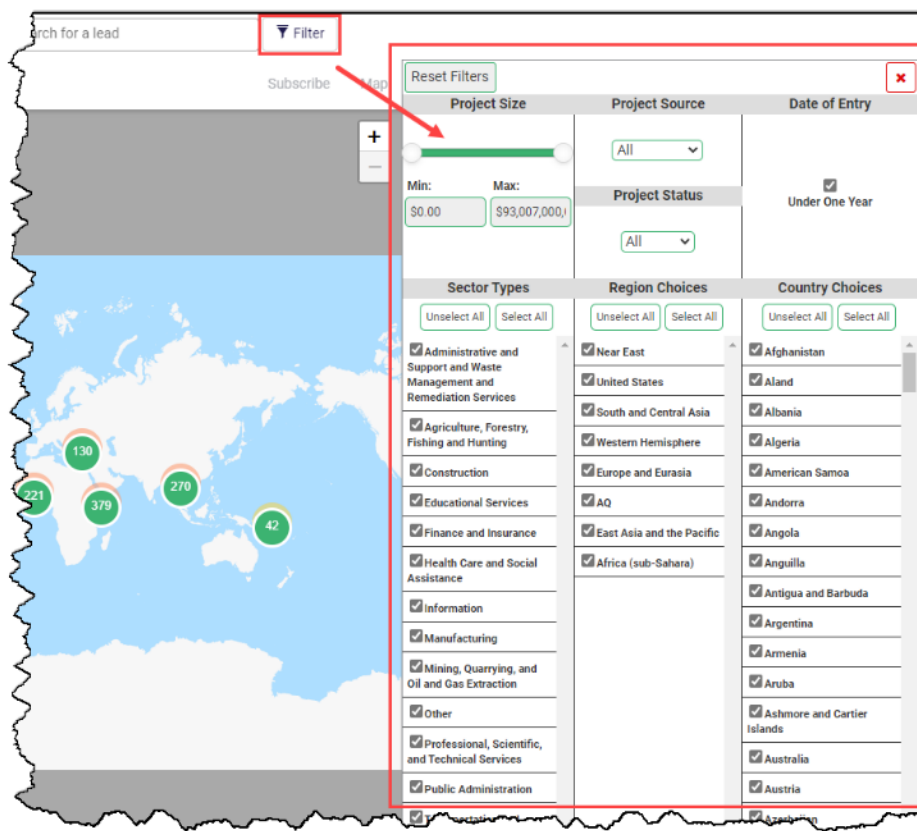


Figure 12: BIDS Home Page – Filter Windowpane

Use the functionality of each of the following sections to further filter the interactive map, for which you can then drill down to lead information.

- **Project Size:** Use the slide bar to enter a different Min and Max dollar amount for projects.
- **Project Source:** Use the menu to narrow the source to Embassy or Bank.
- **Project Status:** Use the menu to narrow the status to Active or Pipeline.
- **Date of Entry:** Uncheck **Under One Year** to list more leads for all timeframes.
- **Sector Types:** Use the checkboxes to select the sector type(s).
- **Region Choices:** Use the checkboxes to select the region(s).
- **Country Choices:** Use the checkboxes to select the country(ies).

Here is an example of narrowing down a list of leads in Africa:



Reset Filters

Project Size

Min: \$0.00 Max: \$93,007,000,000.00

Project Source

Bank

Date of Entry

☒ Under One Year

Project Status

Active

Sector Types

Unselect All Select All

☐ Administrative and Support and Waste Management and Remediation Services

☐ Agriculture, Forestry, Fishing and Hunting

☐ Construction

☒ Educational Services

☐ Finance and Insurance

☐ Health Care and Social Assistance

☐ Information

☐ Manufacturing

☐ Mining, Quarrying, and Oil and Gas Extraction

☐ Other

Region Choices

Unselect All Select All

☐ Near East

☐ United States

☐ South and Central Asia

☐ Western Hemisphere

☐ Europe and Eurasia

☐ AQ

☐ East Asia and the Pacific

☒ Africa (sub-Saharan)

Country Choices

Unselect All Select All

☒ Angola

☒ Benin

☒ Botswana

☒ Burkina Faso

☒ Burundi

☒ Cabo Verde

☒ Cameroon


☒ Central African Republic

☒ Chad

☒ Comoros

☒ Côte d'Ivoire

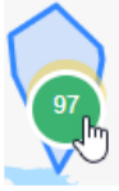
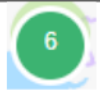





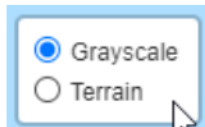
Figure 13: BIDS Home Page – Filter Windowpane – Africa Example

IMPORTANT: After you are done selecting the applicable filters, make sure you click the upper right corner red  to collapse the filter windowpane and re-display projects and lead information.

4.3 Using the Map Annotations

Once you have either searched for a lead and/or filtered leads, perform the following actions to eventually display lead information to the right of the map.

Table 2: Interactive Map Annotation Actions

Annotation	Action
	Click a green circled number annotation with a blue region under it to drill down further into a country for more green circled numbered annotations.
 	Click a green circled number annotation to display pin marker annotations which represent projects in the respective city. Then, click a single pin marker to display project lead information to the right of the map.
	Click this red pin marker annotation to display project information for an Embassy Lead in the respective city indicated.
	Click this blue pin marker annotation to display project information for a Bank Lead in the respective city indicated.
	Click the plus sign (+) to <u>zoom in</u> on the map or click the minus sign (-) to <u>zoom out</u> on the map.
 	In the bottom right corner of the map, hover the mouse over the layered icon and click the radio button for Terrain to switch the map to a Terrain display. Use this icon again to switch back to Grayscale .

Note: Once you click a “pin marker” annotation, its project information appears to the right of the map, as in the following example:

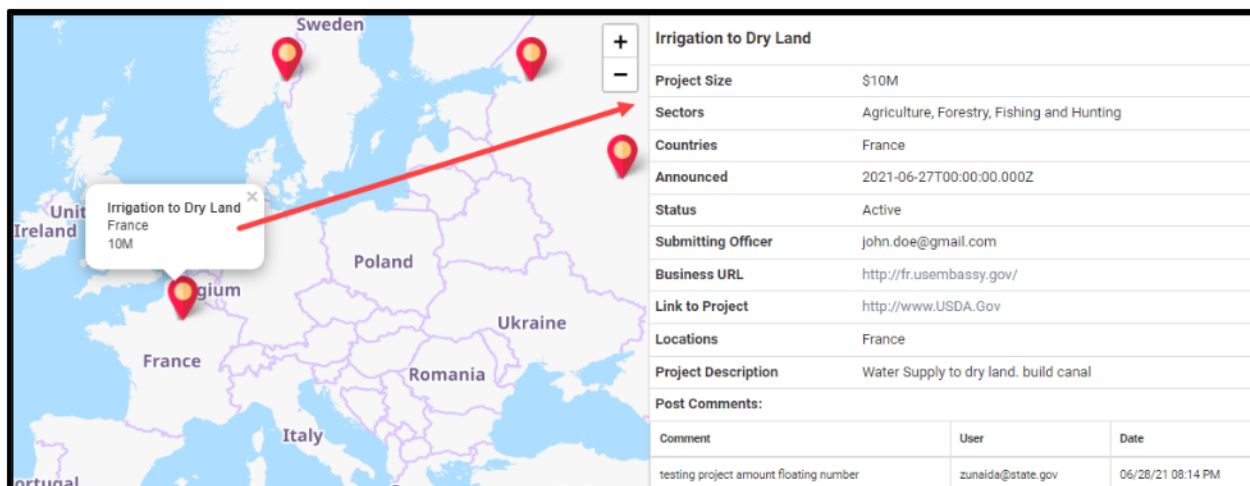


Figure 14: BIDS Interactive Map – Example of Pin Marker for Project Lead Info

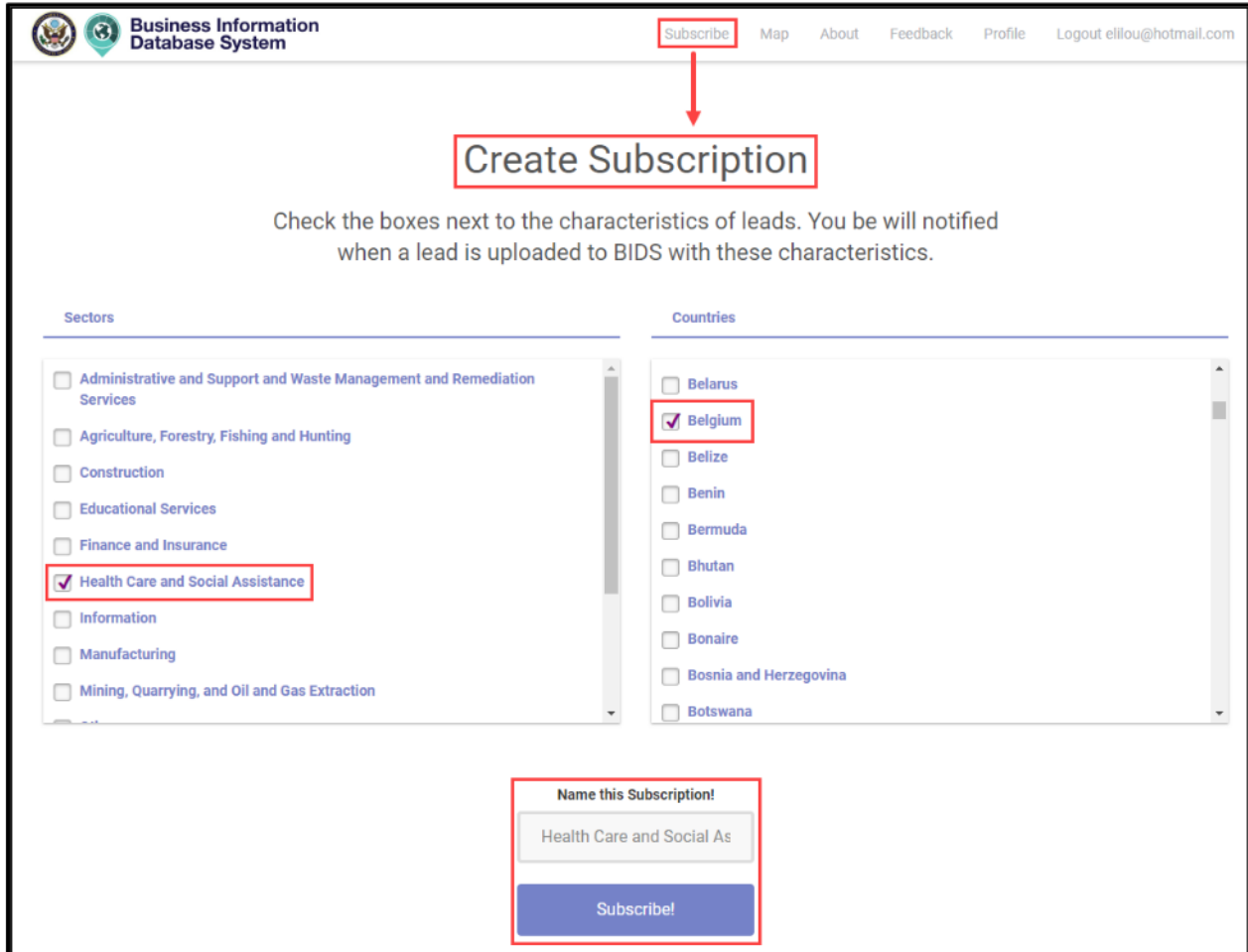
5. Managing Subscriptions

BIDS users can use the Subscriptions functionality to setup automated notifications about new project leads as they are generated.

5.1 Creating Subscriptions

To create a new subscription, perform the following steps.

1. From the **Menu Bar**, click **Subscribe**. **Result:** The Subscription Page appears.



The screenshot shows the 'BIDS Subscribe - Subscription Page'. At the top, the 'Subscribe' link in the menu bar is highlighted with a red box and an arrow pointing to the 'Create Subscription' heading. Below the heading, instructions state: 'Check the boxes next to the characteristics of leads. You be will notified when a lead is uploaded to BIDS with these characteristics.' There are two columns of checkboxes: 'Sectors' and 'Countries'. In the 'Sectors' column, 'Health Care and Social Assistance' is checked and highlighted with a red box. In the 'Countries' column, 'Belgium' is checked and highlighted with a red box. At the bottom, a 'Name this Subscription!' field contains the text 'Health Care and Social As' and a 'Subscribe!' button is highlighted with a red box.

Figure 15: BIDS Subscribe – Subscription Page

2. Check the boxes next to the characteristics of leads.
3. In the **Name this Subscription!** textbox, enter a name for which you can recall the purpose of the subscription.
4. Click the **Subscribe** button. **Result:** A confirmation popup box appears.

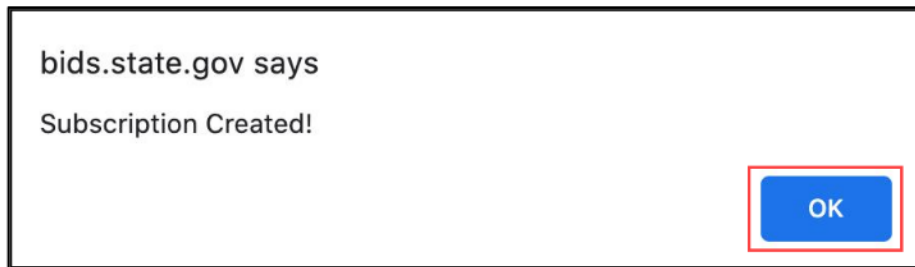


Figure 16: BIDS Subscribe – Subscription Created Popup Box

5. Click **OK**. **Result:** The Manage Subscriptions area now lists the newly created subscription.

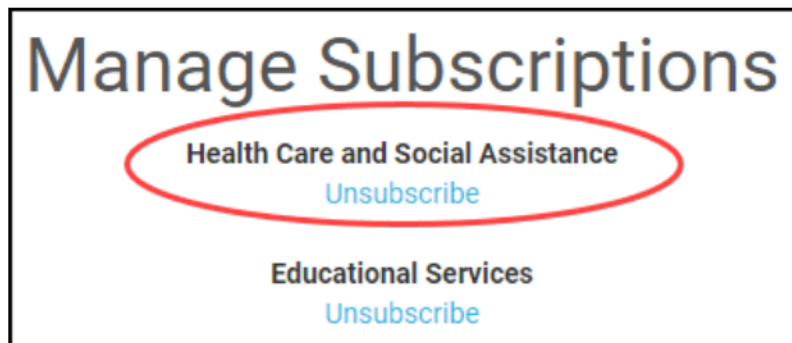


Figure 17: BIDS Subscribe – Manage Subscriptions Section with new Subscription

5.2 Removing Subscriptions

To remove any of your subscriptions, perform the following steps:

1. From the **Menu Bar**, click **Subscribe**. **Result:** The Subscription Page appears.
2. Scroll down to the **Manage Subscriptions** section.

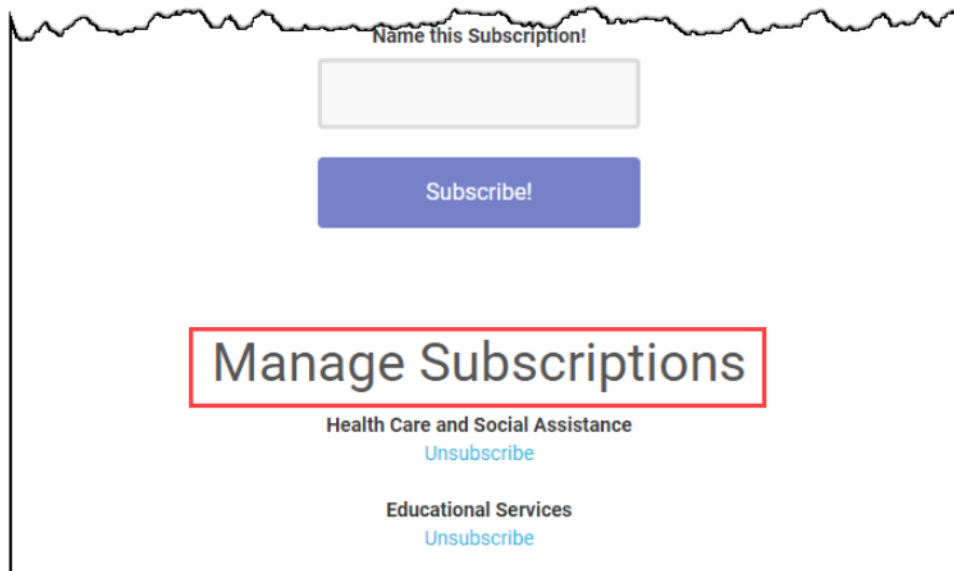


Figure 18: BIDS Subscribe – Manage Subscriptions Section with Examples

3. For the applicable subscription which you want to remove, click the **Unsubscribe** link below its name. **Result:** A confirmation popup box appears.



Figure 19: BIDS Subscribe – Subscription Deleted Popup Box

4. Click **OK**. **Result:** The subscription is deleted and disappears from the Manage Subscriptions section.

6. Resetting Your Password

For Business Users, if you need to reset your BIDS password, you can do this via the **Profile** menu's **USER DETAILS**.

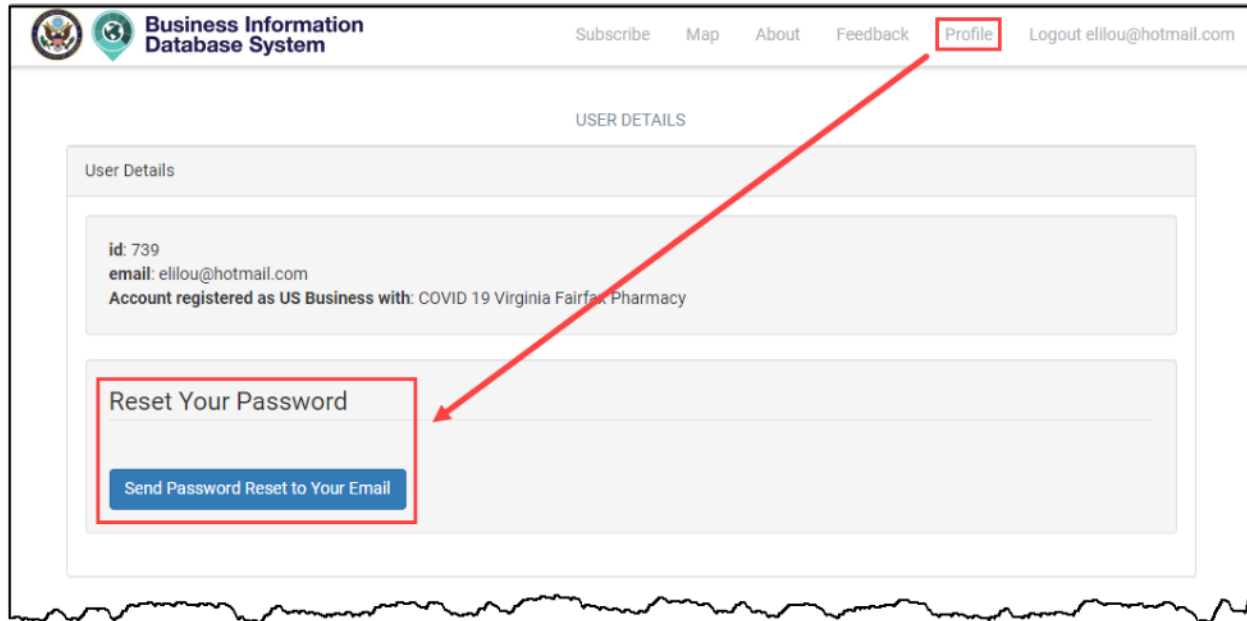


Figure 20: BIDS Profile – USER DETAILS – Reset Your Password

Just click the **Send Password Reset to Your Email** button and follow the instructions sent to the email in your respective mailbox.